



DEPARTMENT OF PUBLIC UTILITIES SAFETY POLICY MEMORANDUM

POLICY NUMBER: 27	DATE: April 17, 2002
TITLE: Department Operations Center	APPROVED BY: Martin McIntyre

GENERAL

This policy describes the organizational structure which responds to Department of Public Utilities emergencies. It includes the Emergency Recall Lists to be used in the event that recall becomes necessary due to the emergency situation or time of day.

DEPARTMENT OPERATIONS CENTER ORGANIZATION

MANAGEMENT SECTION

Director

The Department Operations Center (DOC) Director has overall responsibility for accomplishing DOC missions.

Department Safety Officer

The Department Safety Officer shall be responsible for coordinating safety activities of the Department during emergencies.

Department Physical Security Officer

The Physical Security Officer is responsible for implementation of a system to assure that no unauthorized entry into any hazardous or potentially hazardous area or the Department Operations Center is permitted.

The Physical Security Officer is responsible for implementing a traffic control network during emergency evacuation of the Department of Public Utilities.

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The Physical Security Officer is responsible for assuring the safety of personnel and equipment at assembly areas.

Public Information Officer

The Public Information Officer shall coordinate with the public and media, answering questions and issuing releases as necessary.

Liaison Officer.

The Liaison Officer shall coordinate with any Special District Representatives or volunteer and private agency representatives.

OPERATIONS SECTION.

Operations Chief.

Responsible for coordinating support to emergency response, coordinating inter-jurisdictional responses through implementation of the operational area action plan.

Fire and Rescue Branch.

The Fire and Rescue Branch is usually provided by the Fresno City Fire Department and is available upon request.

This Branch may be responsible for fire related services, hazardous materials response beyond the capability of the Department of Public Utilities, and rescue of employees. The branch is divided into two basic units as indicated below.

Heavy Rescue Unit.

Hazardous Materials Unit.

Law Enforcement and Coroners Branch.

The Law Enforcement and Coroners Branch is usually provided by the Fresno City Police Department and is available upon request.

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This Branch may be responsible for traffic control, notification of surrounding area to emergency response actions, plant physical security beyond the capability of the Department of Public Utilities. Coroner services are usually provided by the Coroner. This branch is usually organized into three units as indicated below:

Traffic Control Unit.

Physical Security Unit.

Coroners Unit.

Medical and Health Branch.

This branch is usually provided upon request to the Fresno County Public Health Department and American Ambulance. It is organized into three units as indicated below.

EMS Unit.

Public Health Unit.

Mental Health Unit.

Care and Shelter Branch.

This branch is usually provided using internal resources when the care and shelter of employees during an emergency event. This could include caring for volunteers and refugees for a limited basis.

This branch is divided into two units as indicated.

Registration & Inquiry Unit.

Mass Care Unit.

Construction and Engineering Branch.

This branch is designed to provide construction and engineering services to the

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Department of Public Utilities using internal resources.

Utilities Branch.

This branch is designed to coordinate the availability of utility services, specifically electricity during an emergency event to the Department of Public Utilities.

PLANNING/INTELLIGENCE SECTION.

Planning/Intelligence Chief.

Responsible for collecting, evaluating, and disseminating information; developing the operational area action plan in coordination with other functions; and maintaining documentation.

Situation Status and Analysis Unit.

The Situation Status and Analysis Unit is responsible for monitoring the status of the situation and analysis of potential courses of action to lessen the effect of or mitigate the event.

Documentation Unit.

The Documentation Unit is responsible for the maintenance of the documentation associated to any emergency event.

Demobilization Unit.

The Demobilization Unit is responsible for preparing plans for the demobilization following the emergency event.

Advance Planning Unit.

The Advance Planning Unit is responsible for preparing contingency plans based upon the situation during an event.

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Mitigation Planning Unit.

The Mitigation Planning Unit is responsible for planning the mitigation and elimination of hazards associated with an event.

Technical Services Unit.

The Technical Services Unit is responsible for providing technical service and support to other units during an event.

Recovery Planning Unit.

The Recovery Planning Unit is responsible for planning for recovery following the event.

LOGISTICS SECTION.

Logistics Chief.

Responsible for providing facilities, services, personnel, equipment, and materials to support the emergency response.

Resource Tracking Unit.

Information Systems Branch.

Communications Unit.

Computer Systems Unit.

Transportation Branch.

Personnel Branch.

Procurement Branch.

Facilities Coordination Branch.

DOC Support Branch.

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FINANCE/ADMINISTRATION SECTION.

Finance/Administration Chief.

Responsible for financial and other administrative activities.

Administration Representative.

May be selected based upon the availability of personnel at the time.
This/these individual(s) would be responsible for liaison with the media,
maintenance of time sheets, and other requirements of an administration nature.

Time Unit.

Purchasing Unit.

Compensation and Claims Unit.

Cost Accounting Unit.

DSR Record-Keeping Unit.

Risk Management Unit.

APPENDIX A
DOC ACTIVATION GUIDE

EVENT/SITUATION	ACTIVATION LEVEL	MINIMUM STAFFING
<p>Situation involving evacuation of plant.</p> <p>Severe weather advisory.</p> <p>Small incidents involving 2 or more departments.</p> <p>Earthquake advisory.</p> <p>Flood watch.</p> <p>Activation requested by City of Fresno.</p> <p>Resource request received from City of Fresno.</p>	ONE	<p>DOC Director.</p> <p>Planning Section Coordinator.</p> <p>Logistics Coordinator.</p> <p>Representatives of responding sections.</p>
<p>Moderate earthquake.</p> <p>Major wildfire affecting developed areas.</p> <p>Major wind or rain storm.</p> <p>Two or more large incidents involving 2 or more departments.</p> <p>Imminent earthquake alert.</p> <p>Local emergency declared by: Division Manager. Department Director. City of Fresno, Emergency Operations Center.</p> <p>The City or county requests a governor's proclamation of a state of emergency.</p> <p>A state of emergency is proclaimed by the governor for the county or city.</p> <p>Resources requested by the City of Fresno.</p>	TWO	<p>DOC Director.</p> <p>All Section Coordinators.</p> <p>Branches and Units as appropriate to situation.</p> <p>Agency representatives as appropriate.</p>
<p>Major county wide or regional emergency.</p> <p>Major earthquake.</p>	THREE	All DOC positions.

APPENDIX B
MULTI-HAZARD FUNCTIONAL PLANNING FUNCTIONS (MHFP) MATRIX

MHFP FUNCTIONS	SEMS FUNCTIONS				
	MANAGEMENT & STAFF	OPERATIONS	PLANNING/ INTELLIGENCE	LOGISTICS	FINANCE/ ADMINISTRATION
Managing					
Communications					
Alerting & Warning					
Situation Analysis & Reporting					
Public Information					
Fire & Rescue					
Law Enforcement & Traffic Control					
Medical					
Public Health					
Coroner					
Care & Shelter					
Movement					
Rescue					
Construction & Engineering					
Resources & Support					
Supply/Procurement					
Personnel					
Transportation					
Utilities					
Energy Shortage					
Recovery					

MHFP FUNCTIONS	SEMS FUNCTIONS				
	MANAGEMENT & STAFF	OPERATIONS	PLANNING/ INTELLIGENCE	LOGISTICS	FINANCE/ ADMINISTRATION
Animal Control					
Advance Planning					
Compensation & Claims					
Cost Accounting					
Documentation					
Demobilization Planning					
Facilities Management					
Food Supply Management					
Fuel Supply Management					
Hazardous Materials Control					
Information Systems					
Liaison					
Purchasing					
Recovery Planning					
Risk Management					
Safety					
Sanitation					
Temporary Housing					
Time Recording					
Vital Records Control					
Water Distribution					
Welfare Services					

APPENDIX C
INCIDENT REPORTS

INCIDENT BRIEFING		1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. MAP SKETCH				
201	ICS 3/82	PAGE 1	8. PREPARED BY (NAME AND POSITION)	

7. SUMMARY OF CURRENT ACTIONS

6. CURRENT ORGANIZATION

201

ICS
3/82

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5. RESOURCES SUMMARY				
RESOURCES ORDERED	RESOURCE IDENTIFICATION	ETA	ON SCENE	LOCATION/ASSIGNMENT
201	ICS 3/82	PAGE 4		

INCIDENT OBJECTIVES	1. Incident Name	2. Date Prepared	3. Time Prepared
4. OPERATIONAL PERIOD (DATE/TIME)			
5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDE ALTERNATIVES)			
6. WEATHER FORECAST FOR OPERATIONAL PERIOD			
7. GENERAL/SAFETY MESSAGE			
8. ATTACHMENTS (% IF ATTACHED)			
<div><div><div>G Organization list (ICS 203)</div><div>G Division Assignment Lists (ICS 204)</div><div>G Communications Plan (ICS 205)</div></div><div><div>G Medical Plan (ICS 206)</div><div>G Incident Map</div><div>G Medical Plan (ICS 206)</div></div><div><div>G _____</div><div>G _____</div><div>G _____</div></div></div>			
202 ICS	9. Prepared by (Planning Section Chief)	10. APPROVED BY (INCIDENT COMMANDER)	

ORGANIZATION ASSIGNMENT LIST (ICS 203)		1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
POSITIONNAME		4. OPERATIONAL PERIOD (DATE/TIME)		
5. INCIDENT COMMAND STAFF				
INCIDENT COMMANDER		9. OPERATIONS SECTION		
DEPUTY		CHIEF		
SAFETY OFFICER		DEPUTY		
INFORMATION OFFICER		a. BRANCH I - DIVISIONS/GROUPS		
LIAISON OFFICER		BRANCH DIRECTOR		
6. AGENCY REPRESENTATIVES		DEPUTY		
AGENCY		DIVISION/GROUP		
		DIVISION/GROUP		
		DIVISION/GROUP		
		DIVISION/GROUP		
		DIVISION/GROUP		
		b. BRANCH II - DIVISIONS/GROUPS		
		BRANCH DIRECTOR		
7. PLANNING SECTION		DEPUTY		
CHIEF		DIVISION/GROUP		
DEPUTY		DIVISION/GROUP		
RESOURCES UNIT		DIVISION/GROUP		
SITUATION REPORT		DIVISION/GROUP		
DOCUMENTATION UNIT		DIVISION/GROUP		
DEMobilIZATION UNIT		c. BRANCH III - DIVISIONS/GROUPS		
TECHNICAL SPECIALISTS		BRANCH DIRECTOR		
		DEPUTY		
		DIVISION/GROUP		
		DIVISION/GROUP		
		DIVISION/GROUP		
		DIVISION/GROUP		
8. LOGISTICS SECTION		DIVISION/GROUP		
CHIEF		d. AIR OPERATIONS BRANCH		
DEPUTY		AIR OPERATIONS BRANCH DIRECTOR		
a. SUPPORT BRANCH		AIR ATTACK SUPERVISOR		
DIRECTOR		AIR SUPPORT SUPERVISOR		
SUPPLY UNIT		HELICOPTER COORDINATOR		
FACILITIES UNIT		AIR TANKER COORDINATOR		
GROUND SUPPORT UNIT		10. FINANCE SECTION		
b. SERVICE BRANCH		CHIEF		
DIRECTOR		DEPUTY		
COMMUNICATIONS UNIT		TIME UNIT		
MEDICAL UNIT		PROCUREMENT UNIT		
FOOD UNIT		COMPENSATION/CLAIMS UNIT		
		COST UNIT		
203 ICS	PREPARED BY (RESOURCES UNIT)			

1. BRANCH		2. DIVISION/GROUP		DIVISION ASSIGNMENT LIST		ICS 204			
3. INCIDENT NAME				4. OPERATIONAL PERIOD DATE _____ TIME _____					
5. OPERATIONS PERSONNEL									
OPERATIONS CHIEF _____				DIVISION/GROUP SUPERVISOR _____					
BRANCH DIRECTOR _____				AIR ATTACK SUPERVISOR _____					
STRIKE TEAM / TASK FORCE / RESOURCE DESIGNATOR		LEADER	NUMBER PERSONS	TRANS NEEDED	DROP OFF PT/TIME		PICK UP PT/TIME		
7. CONTROL OPERATIONS									
8. SPECIAL INSTRUCTIONS									
9. DIVISION/GROUP COMMUNICATION SUMMARY									
FUNCTION		FREQ	SYSTEM	CHAN	FUNCTION		FREQ	SYSTEM	CHAN.
COMMAND	LOCAL				SUPPORT	LOCAL			
	REPEAT					REPEAT			
DIV/GROUP TACTICAL					GROUND TO AIR				
PREPARED BY (RESOURCE UNIT LDR.)			APPROVED BY (PLANNING SECT. CH)			DATE		TIME	